

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY

RECOVERY SUPPORT SPECIALIST TRAINEE\*

COMMUNITY SUPPORT PROGRAM (CSP) – **SPANISH SPEAKING REQUIREMENT**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Capitol Region Mental Health Center, 500 Vine Street, Hartford, CT

**Job Posting No:** CR-27002

**Hours:** 1<sup>st</sup>; Monday – Friday, 8:00 a.m. to 4:30 p.m. (40 hours)

**Salary:** \$38,770.00

**Posting Date:** November 21, 2012

**Closing Date:** November 27, 2012

**Duties may include but not limited to:** Assists clients in defining personal goals for clients' recovery plans; assists clients in identifying and exercising their rights; provides observations to clinical support team with respect to client centered approaches; participates in assigned rehabilitative interventions to meet clients needs and goals; provides information and support to assigned clients to assist in their development of community networks and activities relating to community integration; provides instruction and skill training in recovery management to assigned clients and families; updates clients' notes in the medical record as required; enters computerized data as required; prepares and submits incident or other related forms; assists clients in following tasks outlined in recovery plan; observes and reports clients' behavior; assists clients in dealing with internal and external stress; assists clients in obtaining services that meet clients recovery needs; may provide outreach and transportation; may manage client behaviors through verbal communication; engagement, involving people in recovery in natural and community supports and in the development of recovery capital within their own lives, and in the identification and achievement of their own goals and objectives. Assist in skills teaching, group and individual teaching and co facilitation; performs related duties as required.

**General Experience and Training:** Completion of the Recovery Support Specialist Certification Program required.

**\*\*COPY OF REQUIRED RSS CERTIFICATION MUST BE FAXED OR MAILED IN WITH APPLICATION \*\***

**Special Requirements:** Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator license. Incumbents in this class are required to travel. **Incumbents are required to have ability in Spanish oral and written communication.**

\* **Career Progression:** After completion of six (6) months of successful and satisfactory performance as a Recovery Support Specialist Trainee, an incumbent will be moved to the Recovery Support Specialist classification (on the first pay period following the completion of the six (6) month requirement).

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12). **To be considered for this position:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**  
Ramona Sablón, HR Director

**1) Postal Mail:** Capitol Region Mental Health Center/HR  
500 Vine Street, Hartford, CT 06112  
**OR**

**2) Fax:** (860) 297-0931  
**OR**

**3) Email :** jellena.jones@ ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities).

The STATE OF CONNECTICUT is an Affirmative Action/Equal Opportunity Employer. Members of protected classes and/or individuals in recovery are encouraged to apply. NP-6